

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: January 7, 2022**

**Closing Date: January 18, 2022**

**LEGAL ADMINISTRATIVE SPECIALIST**  
**Criminal Division, Special Victims Unit (Sex Crimes), Kent County**

**Job Responsibilities and Duties:**

This Legal Administrative Specialist provides secretarial support to Deputy Attorneys General and the Paralegal working within the Special Victims Unit in the Criminal Division in Kent County. The secretary sets up and maintains case files. The secretary types letters and other various legal documents and will assist attorneys in preparing cases for trial. The secretary runs criminal background checks and types petitions, informations, indictments, briefs and memos. The secretary will also run and request police reports, answer discovery, close files, maintain the filing cabinets, and collates and manages busy weekly calendars. The secretary will prepare all enclosures including media format for any legal filings. Standard memos need to be prepared to Court personnel and Office of Defense Services offices. The secretary is required to keep time logs which tracks reports and cases up to date. The secretary will also be responsible for assistance in the maintenance of the unit intake schedule and Children's Advocacy interview schedule. The secretary will also interact with defendants, witnesses, victims, investigators, attorneys, court staff and other outside State agencies during case preparation and completion. In addition, the secretary manages a high volume of telephone calls and will be part of a rotation schedule for the main Receptionist telephones.

**Job Requirements:**

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of an Associate's degree or higher.
2. Knowledge of legal terminology.

**OR**

1. One year of experience in coordinating office activities such as planning/coordinating meetings or conferences; tracking workflow and follow up; composing meeting notes; directing clients/customers; explaining services to the public and customers/clients; establishing or maintaining filing/record systems.
2. One year of experience in document processing which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures, resolve deficiencies, interpret information, and track and monitor activities.

3. One year of experience in using standard computer software programs for word processing, spreadsheets or databases.
4. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
5. Knowledge of legal terminology.

**Minimum Qualifications:**

- Must be detail-oriented, well organized and proficient in Microsoft Office suite.
- Must be able to multi-task throughout a high volume of work demands and deadlines for multiple Deputy Attorneys General.
- Must have the ability to interact professionally with members of the public, including victims, witness, police and probation officers, in addition to working professionally with Court personnel and maintaining productive working relationships with Court staff.
- Must be able to maintain confidentiality on criminal intelligence data and sensitive cases.
- Must possess excellent spelling, grammar and proofreading skills.
- Must be able to answer telephones and take accurate messages.

*Please Note: As a condition of employment, all employees must certify that they are fully COVID-19 vaccinated by September 30, 2021; or be required to test for COVID-19 on a weekly basis starting on September 30, 2021. If hired after September 23, 2021, these certifications or requests must be completed during their initial week of employment. This will be in effect until further notice.*

**Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.**

**External Applicants: In order to be considered for this position, External applicants must submit Resume and the Delaware Department of Justice Application (please see link):**  
<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

**OR External applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.**